

# **DELEGATION OF CLASSIFICATION AUTHORITY (DCA)**

## ***“A NEW APPROACH”***

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# PURPOSE

## PART I

- Background

## PART II

- HQ Implementation Plan

## PART III

- Executive Level Training on DCA

# BACKGROUND

- ✓ Classification and Budget Authority delegated at HQ TRADOC in 1990 under Manage Civilian to Budget (MCB)
- ✓ Delegated to Directors
- ✓ CPAC provided advisory classification decision

# POLICY AND GUIDANCE ON DELEGATION



OASA(M&RA) Guidance for DCA  
(draft)

- ✓ Rescinds Managing Civilians to Budget (MCB)
- ✓ Delegated classification authority through chain of command **or** to CPOC
- ✓ No classifiers in CPAC

# **POLICY AND GUIDANCE ON DELEGATION (DCA)**

TRADOC policy

- ✓ Delegate to management
  - ... No lower than directorate level
- ✓ Training mandatory
- ✓ Local procedures to resolve alignment issues
- ✓ Accountability

# **HQ TRADOC IMPLEMENTATION PLAN**

- Delegated through supervisory chain
  - No lower than Directorate or Special Staff level
- HQ TRADOC Civilian Personnel Management Policy memorandum, dated 26 May 97 still valid
- Elevate classification disagreement or precedent setting action to CofS

# HQ TRADOC IMPLEMENTATION PLAN

- Mandatory Training Prior to Delegation
  - ✓ General Officer
    - Executive Briefing (30 minutes)
  - ✓ Director
    - Briefing on philosophy and demo automation tools (2 hours)
  - ✓ Director or designee
    - In-depth classification training (8 hours)

# RESPONSIBILITIES

## COMMANDER

- ✓ Delegate and exercise classification authority
- ✓ Implement accountability measures
- ✓ Take corrective action if authorities are abused
- ✓ Train managers and supervisors
- ✓ ~~Meet labor organizations obligations~~



# RESPONSIBILITIES

## MANAGERS AND SUPERVISORS

- ✓ Attend required training
- ✓ Exercise authority consistent with policy and regulations
- ✓ Contact CPOC for technical information
- ✓ Use automation tools
- ✓ Document classification rationale



# RESPONSIBILITIES

CPAC Advisor (on-site)

- ✓ PD format
- ✓ Appropriate classification standards
- ✓ Use of automation tools
- ✓ Reorganization Planning
- ✓ Position Management
- ✓ Classification Appeal Procedures
- ✓ Alignment, High Grade, etc.



# RESPONSIBILITIES

- CPOC Classifiers (Ft Benning, GA):
  - ✓ Advise on standards interpretation
  - ✓ Provide classification advisories, as requested
  - ✓ Conduct position audits when requested or needed (phone, e-mail, FAX, TDY)



# SUMMARY

## **TODAY:**

- Executive Level Training on DCA

## **FUTURE:**

- CofS Issue Delegation Memo to DCSs
  - DCSs redelegate through ADCS to Directors
- DCA Training for Directors